EDITED KSA LISTING

CLASS: RESEARCH PROGRAM SPECIALIST I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Comprehensive knowledge of social and research methods and techniques to conduct major research projects and statistical studies of correctional programs.
K2.	General knowledge of mainframe and personal computer (SAS) products and standardized research models to analyze data.
K3.	Comprehensive knowledge of statistical methods used in the analysis and projection of data.
K4.	General knowledge of survey methods and analytical techniques in sampling and analyzing research populations.
K5.	Basic knowledge of operations research methods to conduct major research projects and statistical studies of correctional programs.
K6.	**General knowledge of correctional and/or criminal justice theory and practices in understanding the scope and nature of correctional research.**
K7.	**General knowledge of confidentiality issues and the handling of sensitive information related to inmate and parolee identity, files, and data.**

	Skill to:
S1.	Skill to communicate effectively (oral, written) with individuals and groups lacking a research background related to the area of correctional research.
S2.	Skill to analyze quantitative and qualitative data from a variety of sources and make recommendations based upon these analyses.
S3.	Skill to independently design, implement, assess and evaluate correctional research projects.
S4.	Skill to independently prepare and present technical reports to disseminate information and results to CDC staff, state legislature and other governmental and non-governmental entities.
S5.	Skill to establish and maintain cooperative relationships with a diverse population in a variety of settings (e.g., workplace, institutions, field sites, etc.).
S6.	**Skill to train, oversee, and direct staff in the collection and analysis of data.**
S7.	**Skill to operate personal computers and mainframe networks to retrieve, process, and analyze sophisticated data systems.**

Bold text-indicates not on Classification Spec.

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	Ability to:
A1.	
A2.	
A3.	
A4.	
A5.	
A6.	
A7.	
A8.	
A9.	
A10.	
A11.	

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	Special Personal Characteristics:
SPC1.	Work independently with little supervision to conduct correctional research projects and statistical studies.
SPC2.	Utilize initiative to identify alternative sources of data/information, research methodology, and/or program implementation to increase study veracity and efficiency.
SPC3.	Maintain flexibility to meet the needs of the Department while working in a multi-task and fluid work environment.
SPC4.	Demonstrate tactfulness in the reporting and disclosure of information, results of research, and recommendations to department and non-departmental sources.
SPC5.	**Maintain professionalism while conducting duties as a representative of the Department and the State of California.**

Bold text-indicates not on Classification Spec.